

Congratulations! You have successfully logged in to the

Agency “Live Meeting” Test Page

Session Topic: EIM/ESM Version 4.0

Conference Call #: 1-866-814-5245

Participant Code: 1915819

Start Time: Please see your invitation from the EIM/ESM Implementation Team for your session date and start time. Thank you.





Agenda

Part I – How “Live Meeting” Works

Part II – Key Release 4.0 Changes

- Approval and Denial of a Zero Expenditure Payment Request for Commodity (PRC)
- Reapportioning PRC Feature
- Retroactive Rate Adjustment Feature
- Reports Update
- Other 4.0 Change Areas

Part III – Wrap-Up and Q&A related to Session Content



New process:



- Once R4.0 is deployed, authorized agency staff will need to approve or deny each Zero Expenditure PRC
- The process is identical to the process for approving regular PRCs
- Zero expenditure PRCs result in negative payments (i.e. recouped funds) – without approval, funds will not be recouped.



Zero Expenditure PRC Approval

PRC Search

Activity Name:	Select Below ▼	
Date From:	<input type="text"/>	Date To: <input type="text"/>
Fiscal Year:	<input type="text"/>	
Organization:	Select Below ▼	
Vendor Payment Number:	<input type="text"/>	Status: Zero Expenditure ▼
Provider Organization:	<input type="text"/>	Vendor Customer Code: <input type="text"/>
Contract Number:	<input type="text"/>	Unit Code: <input type="text"/>

Search Results

<u>Activity Name</u>	<u>Activity Code</u>	<u>Scheduled Pmt Date</u>	<u>Fiscal Year</u>	<u>Contracting Provider</u>	<u>Vendor PRC Number</u>	<u>Document Total Amount</u>	<u>Status</u>
Training Service Activity	3153	12/12/2007	2008	Provider 13	INTF9991081013000003	(\$100.00)	Zero Expenditure

| Display 1 to 1 of 1 |

Zero Expenditure PRC Approval



Update PRC

PRC Document Information

Document Category:	AP	Document Type:	PR
Document Code:	PRC	Department Code:	DMR
Unit Code:	9991		
Document ID:	INTF9991081013000003	Document Version Number:	1
Document Import Mode:	OE	Contracting Provider:	Provider 13
Document Vendor Line Number:	1	Vendor Customer Code:	HHS1013
Address Code:	AD001	Contract Number:	UR1013 - 2008 - RPO
*Scheduled Pmt Date:	12/12/2007		
*Record Date:	12/12/2007	Accounting Period Number:	
Vendor PRC Number:	INTF9991081013000003	*Vendor PRC Date:	12/12/2007
Budget Fiscal Year:	2008	Fiscal Year:	2008
Status:	Zero Expenditure		
MMARS EFT/Check Number:			
Document Total Amount:	(\$100.00)		

Save PM Approve PRC PM PRC Deny



Zero Expenditure PRC Approval

PRC Search

Activity Name:	Select Below	
Date From:	<input type="text"/>	Date To: <input type="text"/>
Fiscal Year:	<input type="text"/>	
Organization:	Select Below	
Vendor Payment Number:	<input type="text"/>	Status: PM ZEP Approved
Provider Organization:	<input type="text"/>	Vendor Customer Code: <input type="text"/>
Contract Number:	<input type="text"/>	Unit Code: <input type="text"/>

Search

Search Results

Activity Name	Activity Code	Scheduled Pmt Date	Fiscal Year	Contracting Provider	Vendor PRC Number	Document Total Amount	Status
Training Service Activity	3153	02/18/2008	2008	Provider 15	INTF9991081015000008	(\$2,000.00)	PM ZEP Approved

| Display 1 to 1 of 1 |



Zero Expenditure PRC Approval

Update PRC

PRC Document Information

Document Category:	AP	Document Type:	PR
Document Code:	PRC	Department Code:	DMR
Unit Code:	9991		
Document ID:	INTF9991081015000008	Document Version Number:	1
Document Import Mode:	OE	Contracting Provider:	Provider 15
Document Vendor Line Number:	1	Vendor Customer Code:	HHS1015
Address Code:	AD001	Contract Number:	CRB1015 - 2008 - RPO
*Scheduled Pmt Date:	02/18/2008		
*Record Date:	02/18/2008	Accounting Period Number:	
Vendor PRC Number:	INTF9991081015000008	*Vendor PRC Date:	02/18/2008
Budget Fiscal Year:	2008	Fiscal Year:	2008
Status:	PM ZEP Approved		
MMARS EFT/Check Number:			

Commodity Accounting Line Information

Commodity Line	Accounting Line	Total Amount
1	1	(\$2,000.00)

Save

ACTG Approve PRC

ACT PRC Deny



Summary:

Funds cannot be recouped without approval of Zero Expenditure PRCs.

The business process should be adapted to include searching for and approving Zero Expenditure PRCs.

- For the program manager, the new state is **Zero Expenditure**, as well as **PRCReady**.
- For the accounting/contract manager, the relevant states are **PM ZEP Approved**, as well as **PM PRC Approved**.





New functionality:

- Agency staff can adjust amounts debited from different funding lines.
- Reapportionment should be done before PRC approval
- States in which a PRC can be reapportioned include:
 - PRC Ready
 - PM PRC Approved
 - PM PRC Hold
 - Act PRC Hold



Reapportioning PRCs

PRC	Update PRC
» Update PRC	
» View PRC Commodity Service Lines	
» Process Deficiency Payments	
» Reapportion PRC	

Update PRC	
PRC Document Information	
Document Category:	AP
Document Code:	PRC
Unit Code:	9991
Document ID:	INTF9991081015000005
Document Import Mode:	OE
Document Vendor Line Number:	1
Address Code:	AD001
*Scheduled Pmt Date:	02/13/2008
*Record Date:	02/13/2008
Vendor PRC Number:	INTF9991081015000005



Reapportioning PRCs

PRC

» Update PRC

» View PRC Commodity Service Lines

» Process Deficiency Payments

» Reapportion PRC

Reapportion PRC

PRC Document Information

Department Code:	DMR	Document ID:	INTF9991081010000002
Document Version Number:	1	Vendor Customer Code:	HHS1010
Contracting Provider:	Provider 10	Contract Number:	UR1010 - 2008 - RPO
Scheduled Pmt Date:	11/05/2007	Record Date:	11/05/2007
Accounting Period Number:	5	Vendor PRC Number:	INTF9991081010000002
Vendor PRC Date:	11/05/2007	Budget Fiscal Year:	2008
Fiscal Year:	2008	Status:	PRCReady

Document Total Amount: \$33,000.00

Commodity Accounting Line Information

Activity Code	Budget Number	Commodity Line	Accounting Line	Appropriation Number	Total Amount
3153		1	1	59202020	\$33,000.00

Commodity Line	Accounting Line	Appropriation Number	Effective From	Effective To	Expended Amount	Unexpended Amount	Reapportion Amount
2	1	40009402	07/01/2007	06/30/2008	\$0.00	\$100,000.00	10000
1	1	59202020	07/01/2007	06/30/2008	\$33,000.00	\$300,000.00	23000
							33000

Save



Some constraints:

- Funds can not be moved across activities.
- Funds can not be moved across budgets.
- Individual lines can not be taken down to a negative value.
- Negative values may not be entered.



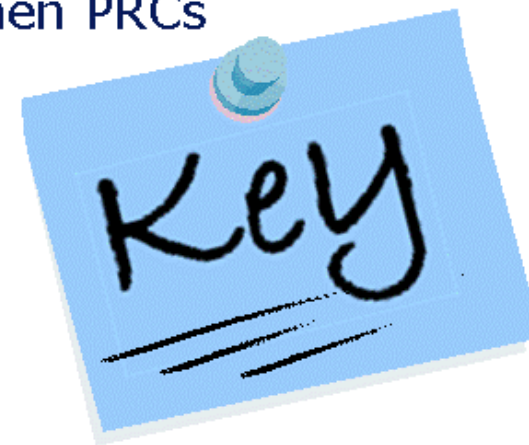
ReadyPay contracts have additional constraints:

- Ready Pay lines must have at least \$1 left on them
- If taken to zero, a zero expenditure PRC will be created



Summary:

- After the initial adjudication, funds can be moved between lines on a PRC.
- Reapportionment can be done when PRCs are in the following states:
 - PRC Ready
 - PM PRC Approved
 - PM PRC Hold
 - Accounting PRC Hold
- While individual line amounts change, the PRC total must remain the same.



Retroactive Rate Adjustment Feature



New functionality:

Agency staff will be able to back-date a rate change and re-adjudicate the previously paid services, which results in payment for the rate difference for past services.


This is a two part process:

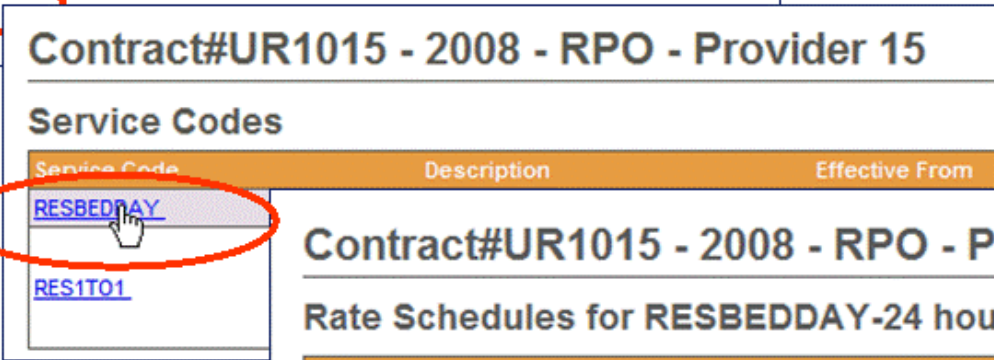
1. Adjust the rate schedule, backdating the increased rate.
2. Using the retroactive rate adjustment functionality to readjudicate previous claims.

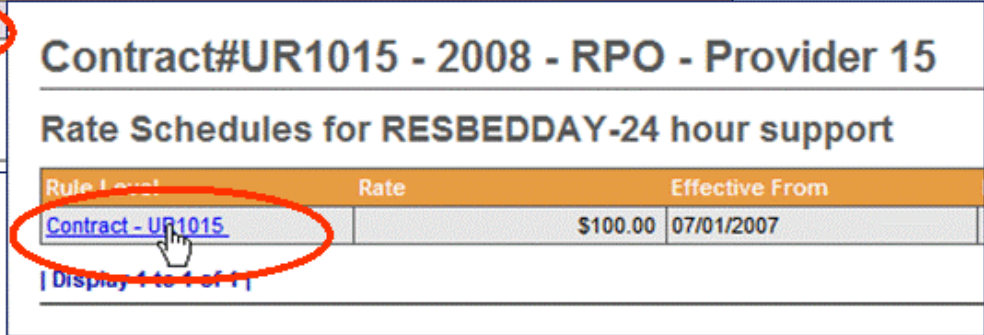


Retroactive Rate Adjustments

Accessing Contract Rate Schedules

1. 

2. 

3. 

Contract# UR1015 - 2008 - RPO - Provider 15

Master Contract Number: [UR1015](#)
Fiscal Year: 2008
MMARS Version Number: 1

Activity Code
3153

2008 Fiscal Year

Contract#UR1015 - 2008 - RPO - Provider 15

Service Codes

Service Code	Description	Effective From
RESBEDDAY		
RES1T01		

Contract#UR1015 - 2008 - RPO - Provider 15

Rate Schedules for RESBEDDAY-24 hour support

Rule Level	Rate	Effective From
Contract - UR1015	\$100.00	07/01/2007

| Display 1 to 1 of 1 |



Retroactive Rate Adjustments

Accessing Accounting Line Rate Schedules

1.

- » Contract Summary
- » Fund Allocations
- » Amendments
- » Accommodation Rate
- » Unit Allocations
- » Affiliates
- » Activities
- » Participating Organizations
- » Account Mapping Rules

Contract #UR1001 - 2008 - RPO - Provider 1

Master Contract Number:	UR1001		
Fiscal Year:	2008	Contract Type:	UNIT
MMARS Version Number:	1	EIM Version Number:	1

Activity Code	Description
3153	3153 - Training Service Activity

Fund Allocations

Commodity Line Number	Accounting Line Number	Appropriation Number	Budget Fiscal Year	Effective From	Effective To
2	1	40009402	2008	07/01/2007	06/30/2008
1	1	59202020	2008	07/01/2007	06/30/2008

2.

- » Contract Summary
- » Fund Allocations
- » MMARS Transaction Ledger
- » Federal Grant Management
- » Ready Pay Rates
- » Accounting Line Rate Schedules

Master Contract Number:	UR1001		
Fiscal Year:	2008	Contract Type:	UNIT
MMARS Version Number:	1	EIM Version Number:	1

Activity Code	Description
3153	3153 - Training Service Activity

3.

Activity Code	Description
3153	3153 - Training Service Activity

Rate	Effective From Date	Effective To Date
100	07/01/2007	



Retroactive Rate Adjustments

Update Rate Schedule for RESBEDDAY-24 hour support

Service Code Unit Type: Days	Service Code Unit Increment: 1
Rule Level: Contract	Identifying Information:

*Rate:	<input type="text" value="110.00000"/>
*Effective From:	<input type="text" value="07/01/2007"/>
Effective To:	<input type="text"/>
Date Created:	02/13/2008 02:15:00 PM
Created By:	aagency
Date Changed:	Changed By:

*Rate:	<input type="text" value="110.00000"/>
*Effective From:	<input type="text" value="07/01/2008"/>

<input type="button" value="Save Changes"/>	<input type="button" value="Delete Rate Schedule"/>
---	---

Note: a new rate will not cause readjudication will take place – the next step is necessary as well



Retroactive Rate Adjustments

1.

Current Location: Billing: Retroactive Rate Adjustments

Billing	Retroactive Rate Adjustments
» Claim Search	
» PRC Search	
» CEC Search	
» Invoice Search	
» Ready Pay Invoice Search	
» Global Update Service Line	
» Retroactive Rate Adjustments	

At least one search criteria must be entered

Activity:	Select Below		
Contract:	UR1015 - 2008 - RPO		
Fiscal Year:	2008		
Service Date Begin:			
Service Date End:			
		Service Code:	
		Service Date End:	
		Search	Search Log

2.

Search	Search Log	Readjudicate
Search Criteria resulted in 510 Service Lines and total Adjucation amount 51000.00		



Summary:

- This new functionality allows agencies enter a rate change, back-date it, readjudicate it and pay providers the difference.
- There are two steps:
 - First, the rate change should be entered and backdated.
 - Next, using Retroactive Rate Adjustment, agency staff can view the number of service lines affected and the amount that will be paid. At this point, they can have the system readjudicate.



Reports Update



New Report	Report Description
EIM Ledger Report	This new report lists all financial transactions that have occurred, including those that originated in MMARS.
Contract Encumbrance Correction (CEC) Report	This new reports shows the details of any CECs processed within EIM/ESM during a designated time period.
PRC Accounting Lines Detail Report	This new report will provide users with the ability to print commodity line/accounting line details of PRCs that have been submitted or paid.
School Based Health Center Reports	New SBHC reports include the SBHC Encounter Status Report and the SBHC Aggregate Enrollment Status Report.
Updated Report	Scope of Change
CR Budget Report	Updates to this report, which provides CR line item budget details, support multiple budgets.
Personnel Summary Report (PSR)	Updates to this report, which provides users with a means to print the PSR, involve the addition of an "hours" field.
CR SDR Report	Updates to this report, which provides a means to print the CR SDR, provide additional data to users including budget number and grand total days. Also, the DMR only version includes client name and client SSN; the DMH only version includes enrollment ID.
Common Intake Applicant Report	Updates to this report, which includes clients processed through Common Intake for a particular program, supply users with additional information.
Cost Reimbursement (CR) Expenditure Analysis Report	Updates to this report, which allows contract managers to determine if a provider is billing appropriately for each UFR component, support multiple budgets.



Other 4.0 Change Areas



Provider Service Delivery Report (SDR) change impacts

- Policy of contiguous submissions will be enforced by the application.
- A new “locking” feature will prevent co-located staff from simultaneously attempting SDR updates.



Copy forward feature for contracts

- Release 4.0 will allow agency users to copy forward, for multiple fiscal year contracts, information from an existing fiscal year to the next.
- This feature is being released with 4.0 to be sure it is in place in time for open/close activities.



Contract billing organization role changes

- With R4.0, it will be possible to limit the role of billing organizations within a contract, giving them either “broad” or “limited” access.
- “Broad” enables access to **all clients enrolled under the contract**.
- “Limited” allows access only to clients enrolled in their organization or their own sub-organizations under the contract.



Wrap Up

- A number of resources exist that detail the content we covered today:
 - Training materials are posted at <http://eohhs-web/admin/eimesm/training.asp>
 - Virtual Gateway Customer Service is available to help:
 - 1-800-421-0938, Monday through Friday, 8:30 AM until 5:00 PM
 - TTY Line for the Deaf and Hard of Hearing, 1-617-988-3301
 - Please address all questions you have regarding EIM/ESM to the Customer Service Team.
 - You might find it helpful, also, to consult with them before using new features that are infrequently accessed.



Final Questions?